



**Head office:**  
Third Floor Al Farooq Plaza Bahria  
Enclave Kuri Road Chak Shahzad  
Islamabad Pakistan

# ANNUAL REPORT

## 2019-20

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## CORPORATE INFORMATION

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### Board of Directors / Members

- Ghulam Mustafa, Chairman
- Mahmood Ahmed, Founder
- Muhammad Ayoub Muslim
- Abdul Rauf Janjua, Vice Chairman
- Kabir Ahmad
- Sardar Naeem Ahmed Sheeraz
- Muhammad Khaleeq
- Abdul Naqeeb
- Muhammad Anwar Khan Abbasi

### Chief Executive Officer

- Afzaal Ahmad

### Company Secretary

- Syed Khalid Hussain Kazmi

### Chief Accountant

- Qamar Islam

### Auditors

- M/S Anjum Rehman (Grant Thornton)

### Legal Advisor

- Abid Jalil

### Registered Office

READ Foundation 3rd Floor Al-Farooq Plaza Jinnah Avenue ( Kuri) Chak Shahzad Islamabad

+92(0)518482145

[www.readfoundation.org](http://www.readfoundation.org)



info@readfoundation.org

## Registration information

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Law(s) under which the NPO is registered	Registration No.	Place and date of registration
The organization is registered under Section 42 of The Companies Ordinance 1984 (2017)	00000005855/20060801	Islamabad August 28 2006
READ Foundation is also registered with the Deputy Registrar of Companies, Mirpur, AJK, under Companies Act 1992 vide sections 451 & 452	798	Mirpur, AJK 25 /6/10

## VISION

**Strengthening humanity for change**

## MISSION

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**Helping society through quality-oriented, value-based and purposeful education and capacity building**

## CORE VALUES

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1. **Honesty**
2. **Sincerity**
3. **Justice**
4. **Commitment**
5. **Empathy**
6. **Ownership**

## DIRECTORS' REPORT TO MEMBERS

To the Members,

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Dear Members, on behalf of the Board of Directors READ Foundation, I am delighted to present the 14<sup>th</sup> Annual Report of the Company along with the consolidated summary of the financial statements for the fiscal year ended on June 30, 2020. I am also happy to share with you the highlights of the key initiatives taken during this financial year. It gives me immense pleasure to update that READ Foundation is currently catering to the educational needs of the ever-growing body of **112,006** children. Our **390** schools are providing them the high-quality, cost-

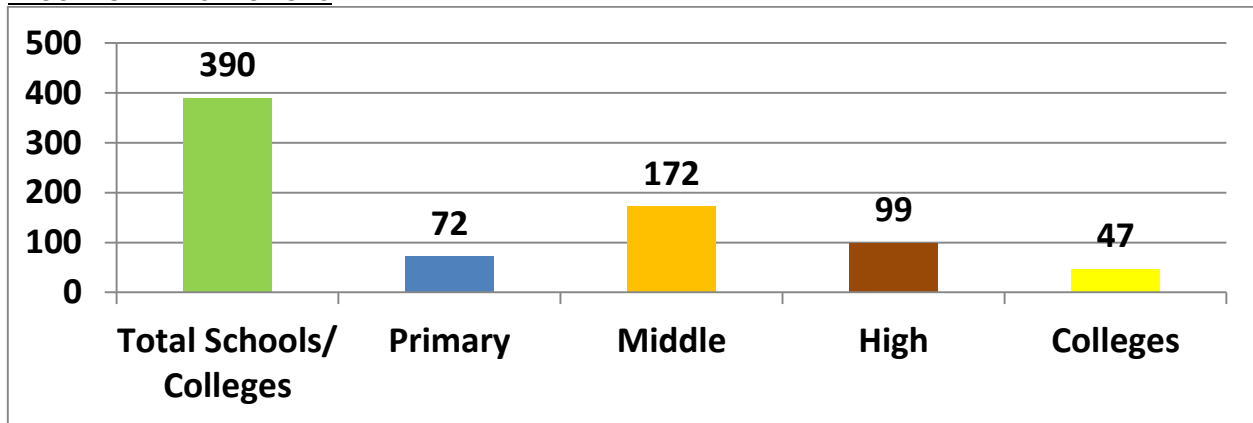


effective, and sustainable education. Alhamdulillah! Our academic results are excellent. READ is also providing financial assistance to **11,341** orphans and underprivileged students. There are **5,948** teachers imparting quality education in the system.

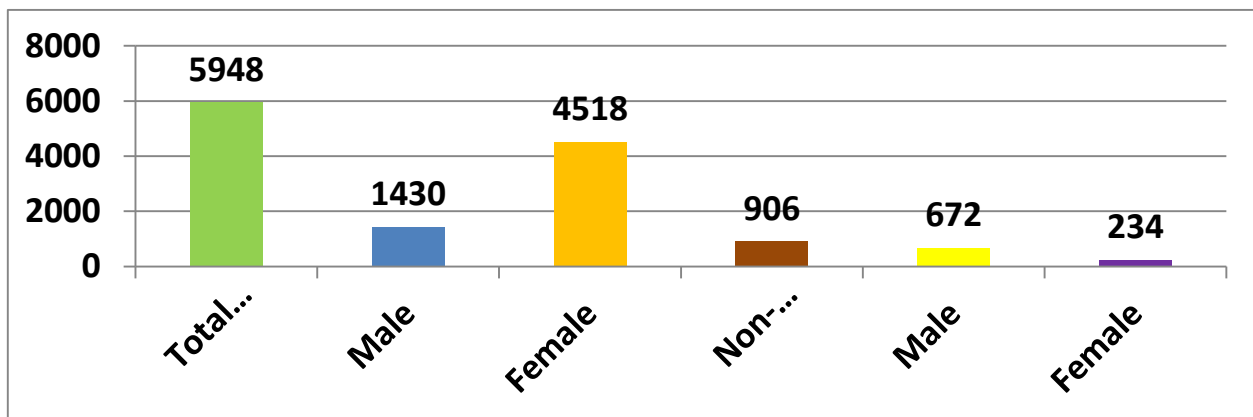
### READ AT FOUNDATION GLANCE

- Established in 1994
- Headquarters (H.Q.s) in Islamabad
- Seven Divisions
- 13 Core Departments
- 09 Regional/Program Offices
- 01 Overseas Office in the U.K.
- Currently, 166 employees on Head office payroll

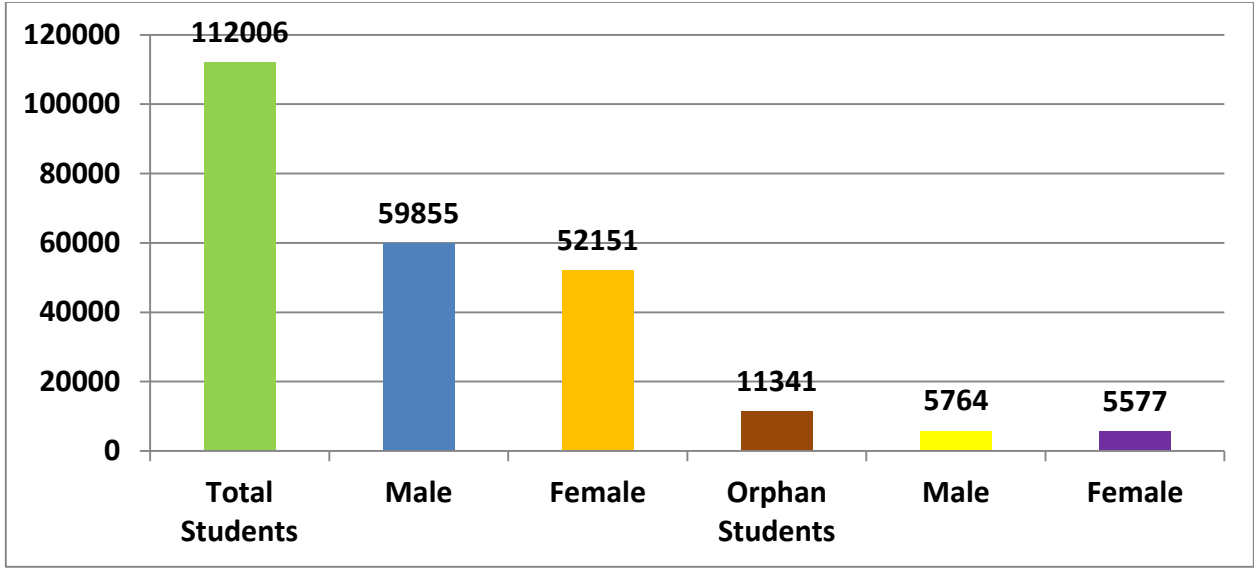
### EDUCATIONAL INSTITUTIONS



### TEACHING & NON-TEACHING STAFF



### OVERALL STUDENTS



HIGHLIGHTS OF THE FISCAL YEAR 2019-2020

1. CONSISTENT GROWTH IN STUDENTS LEARNING OUTCOMES-HSSC RESULTS

*Congratulations*

پہلی اور تیسری پوزیشن سمیت پہلی 20 پوزیشنز میں 11 طلبہ و طالبات



ARSHAD ALI  
Marks: 102 (94.5%)  
Dera



AFKAR SAJJAD  
Marks: 107 (94.2%)  
Dera



MUHAMMAD SHEEL  
Marks: 100 (91.8%)  
Dera



MUHAMMAD ABULLAY  
Marks: 102 (92.8%)  
Dera



SAJID MUHAMMAD  
Marks: 100 (91.8%)  
Dera



MUHAMMAD NADIM  
Marks: 100 (91.8%)  
Dera



UMMAH FARHAD  
Marks: 100 (91.8%)  
Dera



U. FAZIL KHAN  
Marks: 100 (91.8%)  
Dera



AZRA SIDRAZ  
Marks: 100 (91.8%)  
Dera



HSSC RESULTS (2020)

MIRPUR AJ&K BOARD

تم ہمیشہ جیتتے رہو۔ یوں ہی دیکھتے رہو

1st Position



Hussain Ali  
Marks: 1053 (95.72%)  
Bhimber

3rd Position



Talha Bin Shabbir  
Marks: 1044 (94.90%)  
Bhimber

[www.readfoundation.org](http://www.readfoundation.org)
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## 1.1. CONSISTENT GROWTH IN STUDENTS LEARNING OUTCOMES-SSC RESULTS



# شاندار نتائج کا تسلسل

میٹرک کے امتحان میں پہلی، دوسری اور تیسری سمیت پہلی 20 پوزیشنز پر  
READ فاؤنڈیشن کے 71 طلباء کی کامیابی

**1<sup>st</sup>**



SALEHA TANVEER 1093 MARKS  
NEELABUT, BAGH

**1<sup>st</sup>**



SARAH NASIM 1093 MARKS  
CHANGPUR, KOTLI

**2<sup>nd</sup>**



ZARYAB MUSTAFA 1092 MARKS  
CHAK RAWALAKOT

**3<sup>rd</sup>**

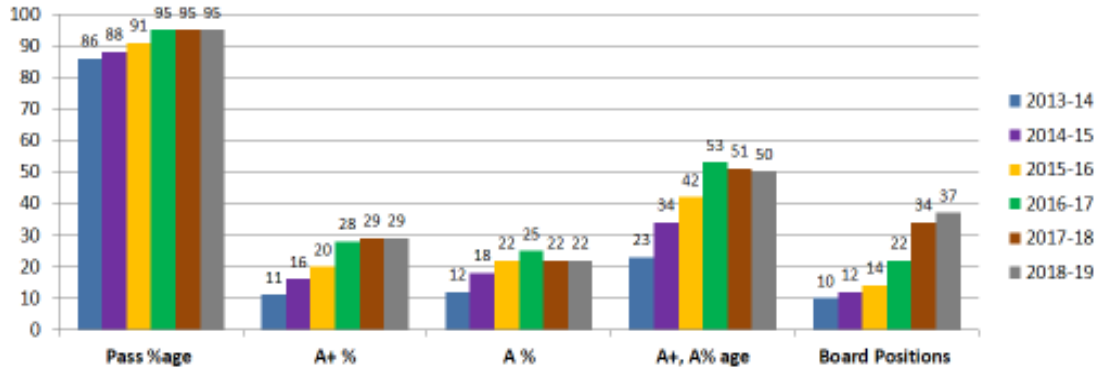


NOOR-UL-EMAN ARIF 1091 MARKS  
KOT ALI BAHADUR, BHIMBER

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## 1.2. LAST SIX YEARS ANALYSIS OF SSC RESULTS

### Six Years' SSC Result Comparison of READ Foundation



Sessions	Appeared	Pass	Pass %age	A+	A+ %	A	A %	A+, A% age	Board Positions
2013-14	2888	2473	86	260	11	294	12	23	10
2014-15	3223	2840	88	450	16	506	18	34	12
2015-16	3517	3197	91	637	20	715	22	42	14
2016-17	4184	3964	95	1107	28	974	25	53	22
2017-18	4521	4291	95	1234	29	940	22	51	34
2018-19	5150	4913	95	1420	29	1060	22	50	37

Alhamdulillah! By the blessings of Almighty Allah, READ Foundation exhibited excellent results in the external examination conducted by the Board of Intermediate and Secondary Education Mirpur AJK. READ Foundation's 71 students got positions in the SSC exam, including the 1<sup>st</sup>, then 2<sup>nd</sup>, and the 3<sup>rd</sup> among the top-twenty students.

## 2. TEACHERS TRAINING PROGRAMS

Teachers' training programs play an essential role in the quality of education. The quality of teaching significantly affects the learning outcomes of the learners. With the collaboration of the Programme Division, our Research and Development Division organizes in-house teachers' training programs. Concentrating on contents and the pedagogical skills, during the year ended on June 30, 2020, overall, 3459+ teaching and managerial staff benefited through these in-house training programs.

### 2.1. TEACHERS TRAINING AND CAPACITY BUILDING INITIATIVES DURING 2019-20

S.#	Workshop Title	Number of Workshops	Number of Participants
1	Pre-CCE Training	14	855
	CCE Phase I	3	301
2	CCE Training, Phase II	5	208
	CCE Training, Phase III	1	62
3	READ Quran Course Workshop	53	1144
4	UQC	41	694
5	Training of supervisory staff	1	42
7	ECE	5	153
	<b>Total</b>	<b>123</b>	<b>3459</b>

### 2.2. OTHER VITAL TASKS INITIATED BY THE R&D TEAM

- R&D team Facilitated DoE in conducting two days Tarbia Phase-I & II training for class 8<sup>th</sup> & 9<sup>th</sup>.
- R&D team DoE in conducting two days Tarbia training for 200 expected SSC board position holders
- R&D team DoE in conducting SSC and HSSC Result Improving training
- R&D team DoE in pieces of training of Auditors, AAOs, all Principals, and finance in-charges

### 2.3. RESEARCH AND DEVELOPMENT

- Developed Daily Lesson Plans (Nursery - 5<sup>th</sup>) for CCE phase-II and Phase III schools based on READ Foundation Series
- Papermaking for CCE Phase II schools (Prep-5<sup>th</sup>)
- Quality assurance of DLPs, Class Prep to 5<sup>th</sup>
- Developed activity sheets and formative assessment sheets for CCE Phase-II and Phase-III (Nursery - 5<sup>th</sup>)
- Developed READ Urdu and English Grammar (6 titles)

- Developed and designed READ Series book (31 titles)
- Developed six educational calendars
- Developed school classification manual
- Worked on System Development for HSSC result improvement

#### 2.4. ACADEMIC AUDITS

- Conducted follow up visits of Pre-CCE (38 schools)
- Conducted follow-up visits, CCE Phase II (15 schools)

#### PROJECTS




##### A (CONSTRUCTIONS)

The following are the highlights of the construction projects completed during the current year and started new construction.







#### CONSTRUCTION DIVISION (July 2019- June 2020)




A. COMPLETED CONSTRUCTION WORKS						
S. No	SCHOOL	COVERED AREA	ROOMS	BUDGET (M Rs.)	COMPLETION DATE	PICTURE
1	Basnara	9,212	18	23.7	26-Jul-19	
2	Bhimber Middle Section	7,359	12	13.2	30-Sep-19	
3	Mallot	8,006	17	14.0	30-Sep-19	
4	Kuppa Butt	5,339	10	17.0	26-Dec-19	
5	Changpur	5,400	10	13.6	31-Dec-19	
6	Gala Samiar	5,552	10	15.7	20-Mar-20	



7	Kothian	1,573	5	2.3	20-May-20	
8	Mishtimba	5,450	10	18.1	20-May-20	
9	Rahim Kot	5,149	10	15.9	20-May-20	
<b>Total (Completed)</b>		<b>53,040</b>	<b>102</b>	<b>134</b>		<b>7 buildings</b>

#### B. ON-GOING CONSTRUCTION WORKS

10	Sokasan	5,684	11	12.2	31-Aug-20	
11	Chowki Mong Extension	4,847	10	12.4	15-Oct-20	
12	Ramloh	5,414	10	12.2	30-Oct-20	
13	Panjgran	9,570	18	23.5	31-Dec-20	
14	Barhing Boys Campus	4,552	8	9.3	31-Mar-20	
15	Dheri Wattan Extension	5,400	10	12.1	15-Apr-21	

16	Chur Chak	8,158	19	19.5	15-Jul-21	
17	Haji Pura	8,158	19	19.5	15-Nov-21	
18	Barnala	9,304	21	21.2	15-Nov-21	
<b>Total (Ongoing)</b>		<b>61,087</b>	<b>126</b>	<b>142</b>		<b>9 Buildings</b>
<b>GRAND TOTAL</b>		<b>114,127</b>	<b>228</b>	<b>275</b>		<b>18 Projects</b>

## B (OTHERS)

The following critical projects implemented in the year 2018-2019

S#	Name of Project/Tasks	Duration	Target achieved	status
1	British Council Connecting Classroom IV:	Six months	Executed CTPS Training for 31 teachers and reflection workshop for 45 teachers	Complete
2	ISA Portfolio submission:	3 months	Total submitted: 26 schools Full Award winner: 18 schools	Complete
3	Water for life projects NexGenPak	Two months	10 Public schools of Charsadda	Complete
4	Water for life project (Hayrat Aid)	Three months	24 Public schools and 1 Read school Mirpur (AJK)	Complete
5	Water for life project Adil Family READ U.K)	One month	05 Public schools of Charsadda	Complete
6	Water for life project (ICNA)	Six months	100 public schools; Charsadda and Khuzdar	Continue
7	Water project Baris Pinari (Turkey):	One month	01 public school of Charsadda	Complete
8	Kashmir Emergency Relief Mirpur HCI(Earthquake)	One month	450 food packs, 15 tents for earthquake-affected families	Complete
9	Winter clothing for orphans (HASENE & READ UK)	One month	Total beneficiaries of Hasene project: 1,003, Read U.K, 250	Complete
10	Sadqa & Qurbani Project HASENE	One month	Total beneficiaries of Sadqa project: 3,500 and Qurbani 28,000	complete

## 1. EVENTS, CEREMONIES & CAMPAIGNS

1. We provided regular feedback and timely coordination with the donors by sharing reports, sending emails, reminder letters, and receipts on donations. (Receipts with Acknowledgement Letters: 2,151)
2. We got the sponsorship of 2,653 orphans during this year
3. Regular Coordination with Coordinators at Kuwait, KSA, Oman, UAE
4. 50000+ mass mailing; general fundraising appeal for orphan students to donors and socially responsible businesses
5. Installation of 30 new donation boxes at business hubs and homes
6. Installation of 38 Educates A Child Boxes in the neighboring cities for Orphan sponsorship
7. Total of 5,019 Alumni registered in the database. Alumni Meet-ups (6) in Bhimber, Muzaffarabad, and Islamabad
8. Volunteer chapter in 04 universities, 500+ Volunteers, engaged, managed some Head Office activities, and different public engaging Stalls.
9. Facebook Group with 5,000 Members and 2500 contacts of Alumni in WhatsApp groups are engaged regularly
10. 05 Awareness stalls, 02 walks, and drives were organized for image building
11. 06 CCMs were organized (Rawalakot 01, Hattian Bala 01, Gilgit 02, Attock 01, Peshawar 01)
12. 01 fundraising dinner was executed in Sialkot
13. 02 abroad visits (KSA: 01, UAE: 01) for fundraising
14. 300 videos were produced, and 22 events were covered
15. 02 press conferences and visits of journalists in the warehouse
16. WhatsApp Campaigns: Messages to all Donors, Alumni & Volunteers for Zakat Appeal & Donations
17. 20 Social Media Campaigns were launched, and 03 Twitter trends were made
18. 01 YouTube Programme with (Mr. Javed Chaudary)
19. The programme division organized different ceremonies at schools and regional offices; sports galas, rewards, results, etc
20. READ Foundation, with the help of its partners, provided emergency sustenance support to more than 6,000 teachers and support staff in our schools during COVID-19. This support at the critical time helped the beneficiaries pull both ends together for their families and help schools motivate and engage teachers in delivering lessons to the pupils through various online and offline modes during the pandemic in Pakistan.
21. Additionally, READ Foundation has supported more than 3,000 women-headed, orphan and needy families in Pakistan during COVID-19 with the emergency sustenance support (cash) and by providing them with their basic food and nutritional needs the provision of food packs.
22. The total funding received from our donors for COVID-19 Emergency Relief is PKR 65,778,192.

23. The Internal Audit Department executed 537 financial audits of schools & colleges from eight regions during 2019-20 and 16 audits of CTCs and departments.
24. Donor-donation application development:
- i. Dashboard: enable to view the following statistics on real-time data
  - ii. Reports
  - iii. System and processes reengineering:
  - iv. Forms and modules development for data entry
  - v. Data migration from eMIS to SMS
25. Software development as per requirement checklist
- a. Implemented requisition module in CTC's: Expenses and traveling claims
  - b. Website: change of Product catalog as per new requirement, incorporate SSL certificate, incorporate member registration concept of RMD, update job portal of HCM, GPS tagging of schools on google map, ten plus website update service request completed
  - c. Mobile application:
  - d. TMS enhancement:
  - e. Remote attendance Machine logs data collection:
  - f. Others developments

## 2. ADEQUATE INTERNAL FINANCIAL CONTROL

The Directors confirm that:

- a) There have been no transactions with related parties other than those disclosed in these financial statements;
- b) There are no contingencies and commitments other than those disclosed in note 8 to the financial statement; and
- c) Board is unaware of frauds (including suspected scams) and errors affecting these financial statements.
- d) The financial statements prepared by the management of the Company present fairly its state of affairs, the results of its operations, cash flows, and changes in equity.
- e) Proper books of accounts of the Company have been maintained.
- f) Appropriate accounting policies have been consistently applied in the preparation of financial statements, and accounting estimates are based on reasonable and prudent judgment.
- g) International Financial Reporting Standards, as applicable in Pakistan, have been followed in the preparation of financial statements.

### Approvals

Particulars	Rupees in million
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i. Additions to property and equipment - at cost	90.649
ii. Allowance for expected credit loss	10.776

## FUTURE PROSPECTS AND OUTLOOK

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I am glad to share that the management is striving to align its departmental/divisional plans and objectives with the organization's strategic roadmap for 2018-2023. I am also thankful to the BoD committees, mainly H.R. and Education, for their continuous and valuable input to improve H.R. practices and learning outcomes of the students. The role of both committees in their respective domains is highly commendable. Our fundraising divisions are stretching their targets and expanding their outreach to cater to the organization's financial needs. In the current fiscal year, we tried to provide human and financial resources to our fundraising and research divisions, considering their importance in its improvement.

Our research team, in collaboration with the program team, is continuously working on the quality of education improvement imperatives and resultantly, we have achieved more success in the shape of board positions in SSC, HSSC, and improvement in the overall results and grades of the students appeared in board exams. The education department is continuously working on the operations' managerial side, eliminating co-education, improving the infrastructure, environment, and making institutions feasible through regular monitoring. The management has formulated a few sub-committees for working on some specified tasks, the committees such as the procurement committee have done a marvelous job in the procurement of orphan supplies by ensuring quality and timely supplies. A committee is working to devise standards for buildings and infrastructure. A committee is continuously working on the site evaluation for building construction. There is a significant improvement in the site selection after the site evaluation committee's input for site selection and setting priorities for construction.

The entire management team went through a rigorous deliberation and discussion for setting challenging tasks for the fiscal year 2020-21. The COVID-19 pandemic made it hard for the teams to take the organization out from the financial crunch and start the teaching and learning process. System and process automation have been a top priority during this year. There is a significant improvement in the performance management system of the organization. We are striving to make SMS a robust system for task management and performance evaluation of the employees.

## AUDITORS

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The forum thoroughly discussed the auditors' performance and voiced their overall satisfaction with M/S Anjum Rehman (Grant Thornton). Further, as recommended by the BoD, the forum confirmed/appointed M/S Anjum Rehman (Grant Thornton), 303 B 3<sup>rd</sup> Floor Evacuee Trust Complex Sir Agha Khan Road F-5/1 Islamabad 051-2271906 as the company auditors for the fiscal year 2020-20.

## CONCLUSION

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I, on behalf of the directors, extend my appreciation to the entire team of the READ Foundation for their commitment, determination, and hard work.

I genuinely appreciate the READ team's commitment and hard work for achieving annual targets set for the fiscal year 2019-20. I also extend my special thanks to the directors for their support, trust, and guidelines. I want to acknowledge the efforts of our teaching and managerial staff, students, and other stakeholders for their untiring support.

I am also thankful to READ UK and donors for their continuous support. I am also grateful to the retiring CEO-Shahid Rafique for his services to the organization.

We pray to Allah for the continued success of READ as a leading educational organization.

Afzaal Ahmad

Chief Executive Officer

READ Foundation